



## Dropping, Adding, and Withdrawing from Online Courses

### Prior to the First day of the Semester:

#### **Drop**

Students may drop a course and will receive a full tuition refund. The Course will not appear on their transcript. No permission is required. EXCEPTION: Students may not drop developmental English (ENGL 091/ ENGL 095) unless they are dropping all of their courses.

This applies to all Ocean County College students.

#### **Add**

Students may add a course to your existing schedule as long as they have completed any necessary prerequisite(s) and there is an available seat. Students may do this through your Ocean Cruiser. If they are in developmental courses, they will need to work with their e-Learning advisor (elearning ADV@ocean.edu) to add a course. This will be in effect until all developmental courses are completed.

This applies to all Ocean County College students.

### First day of the Semester through Attendance Census Date (See Academic Calendar for Specific Dates)

\*Please note that if a student is a financial aid student or a veteran, they should consult the appropriate office before dropping courses as a change to their schedule might affect their eligibility.

#### **Drop**

Students may drop a course without permission and they will receive a 50% tuition refund. If they are adding a course at the same time, there is no loss of the 50% refund. The dropped course will not appear on the transcript. EXCEPTION: Students may not drop developmental English (ENGL 091/ ENGL 095) unless they are dropping all of their courses.

#### **How to drop:**

On campus students taking DL courses- Prior to the close of business on the attendance census date, fill out an Add/Drop form and take it to the Registration and Records office in Building #9 on campus.

Students who are taking their entire degree online, non-degree DL students, and visiting DL students – Prior to the close of business on the attendance census date, fax a letter requesting they be dropped from specific courses to the Registration and Records Office. This letter must



be signed by the student and include the student's I.D. number, address, telephone number, and email address; term, course number, section, course title, of all courses which you would like to be dropped from.

FAX 732.864.3849  
ATTN: Course drop.

**First day of the Semester through Attendance Census Date** *(See Academic Calendar for Specific Dates)*

**Add**

Students may add a course for the first seven days of the semester without seeking consent. They will not be able to do this through Ocean Cruiser. If they are taking your entire degree online, they should contact your e-Learning advisor via email at [elearningADV@ocean.edu](mailto:elearningADV@ocean.edu) and request that they be added to the course. Any other student taking DL courses must contact OCC's Registration and Records office or the Advising office either by phone or walk-in.

From the eighth day of classes through the attendance census date students need the instructor's consent to add a class. If they are taking your entire degree online, they will send an email to their e-Learning advisor at [elearningADV@ocean.edu](mailto:elearningADV@ocean.edu) requesting that the class be added to their schedule, along with an email from the professor of said class granting permission for them to be added to their course. The e-Learning advisor will contact them and perform the necessary class addition. Any other student taking DL courses must contact OCC's Registration and Records office or the Advising office either by phone or walk-in.

**Up To and Including Withdrawal Deadline** *(See Academic Calendar for Specific Dates)*

\*Please note that if a student is a financial aid student or a veteran, they should consult the appropriate office before dropping courses as a change to their schedule might affect their eligibility.

Email their instructor for your "Last Date of Attendance". Fax a letter along with their instructors email, requesting you be withdrawn from specific courses to the Registration and Records Office before the Withdrawal Deadline. This letter must be signed by the student and include the student's I.D. number, address, telephone number, and email address; term, course number, section, course title of all course which they would like to be withdrawn from.

This applies to students who are taking their entire degree online and DL students.

Courses from which you are withdrawn will appear as a "W" on your transcript.

FAX 732.864.3849  
ATTN: Course withdrawal



After Withdrawal Deadline until the End of the Semester (See Academic Calendar for Specific Dates)

\*Please note that if a student is a financial aid student or a veteran, they should consult the appropriate office before dropping courses as a change to their schedule might affect their eligibility.

Students cannot withdraw from a course or change their course section for any reason. Their course and their earned grade will appear on their transcripts.

Students cannot add a course or change their course section for any reason.

This applies to all Ocean County College students.

